



PRODUCT MANUAL

BT100 BANNER TRIMMER

Please review this manual in its entirety before attempting to operate.



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CARE AND MAINTENANCE

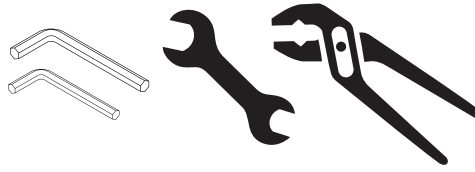
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ASSEMBLY INSTRUCTIONS

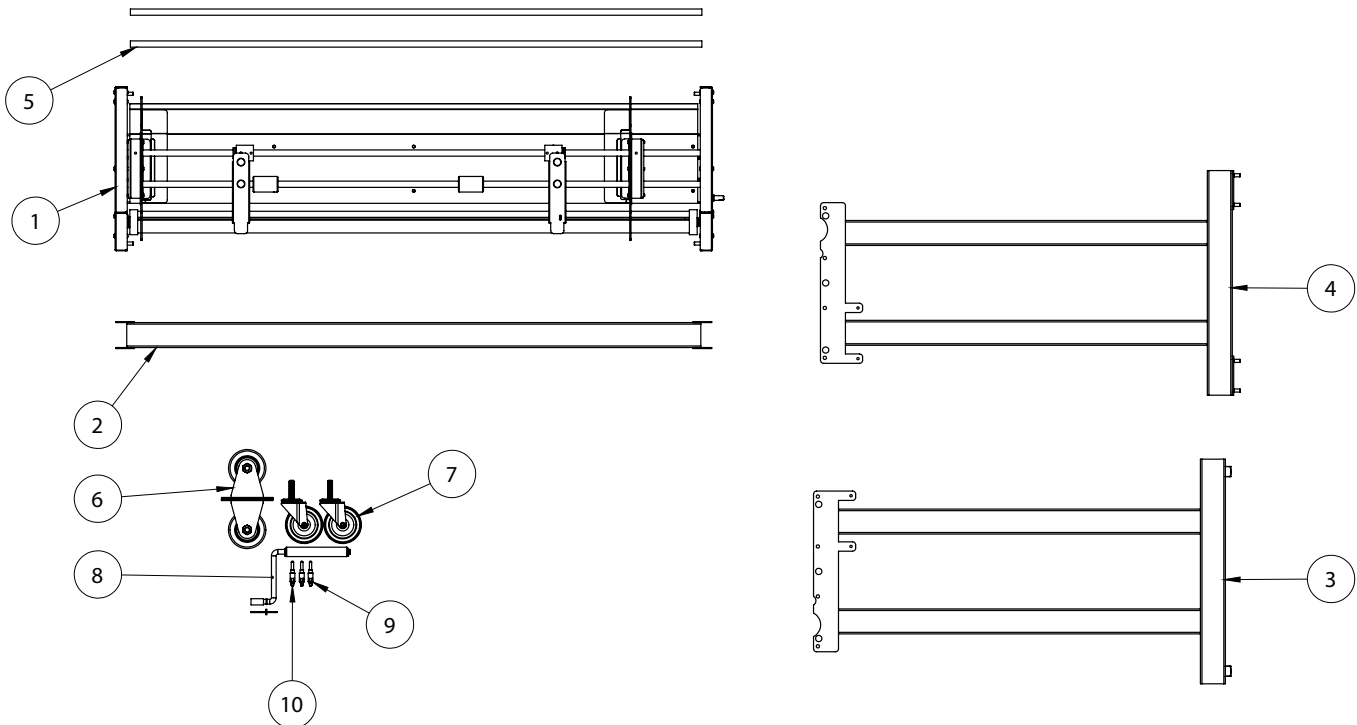
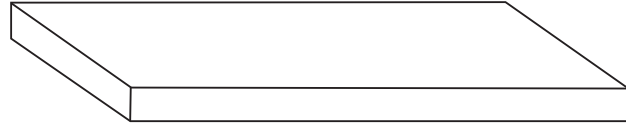
TOOLS NEEDED: 3/32" ALLEN WRENCH
3/16" ALLEN WRENCH
7/16" WRENCH
Tongue & Groove Pliers



STEP 1: Unbox Components

TOOLS NEEDED: None

INSTRUCTIONS: Unbox components and set aside.



COMPONENTS: 1. Deck Frame Assembly
2. Cross Support
3. Left Stand Leg
4. Right Stand Leg
5. Banner Carrier Bars
6. Rigid Casters
7. Swivel Casters
8. Handle Holder & Handle

9. Clamp Lever with Brass Tip

10. Clamp Lever

Not Shown

11. 6 - 10-32 x 1/2" Button Head Screw

12. 2 - 1/4-20 x 2-1/2" Socket Head Screw

13. 10 - 1/4-20 Nut

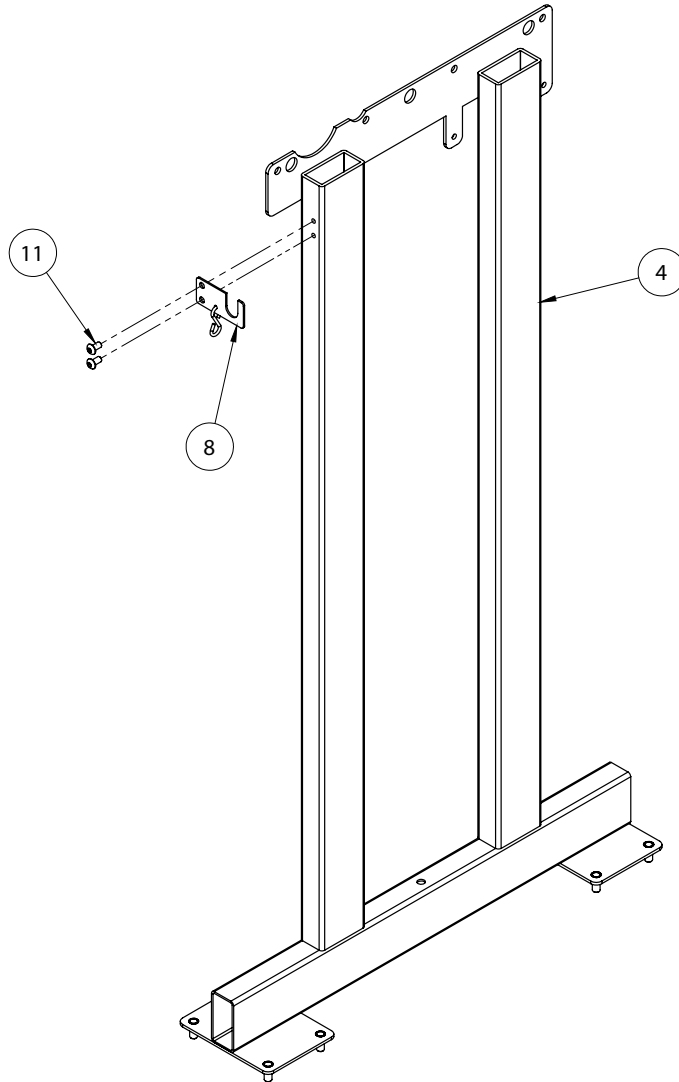
14. 10 - 1/4" Internal Lock Washer

15. 1 - Banner Carrier Fabric

STEP 2: Install Handle Holder

TOOLS NEEDED: 3/32" Allen Wrench

INSTRUCTIONS: Attach Handle Holder (8) to Right Stand Leg (4) with two 10-32 button head screws (11).



- COMPONENTS:**
- 1. Deck Frame Assembly
 - 2. Cross Support
 - 3. Left Stand Leg
 - 4. Right Stand Leg**
 - 5. Banner Carrier Bars
 - 6. Rigid Casters
 - 7. Swivel Casters
 - 8. Handle Holder & Handle**

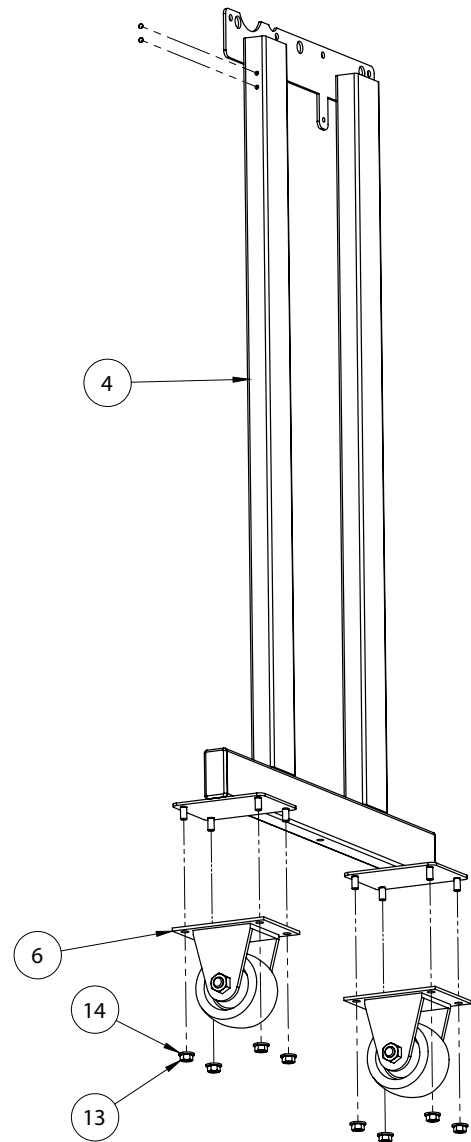
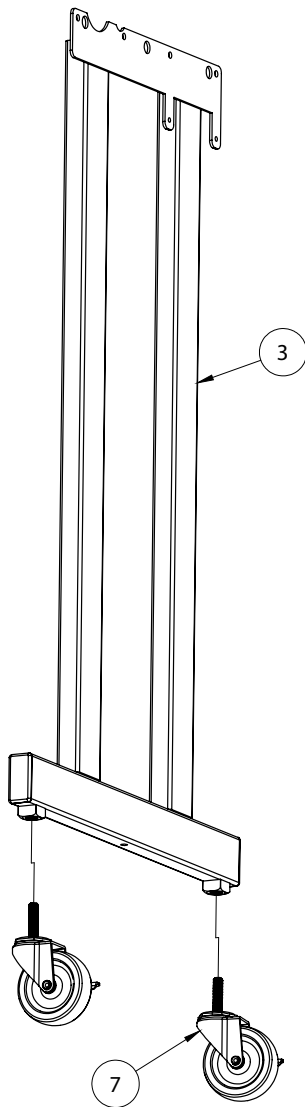
- 9. Clamp Lever with Brass Tip
- 10. Clamp Lever
- 11. 10-32 x 1/2" Button Head Screw**
- 12. 1/4-20 x 2-1/2" Socket Head Screw
- 13. 1/4-20 Nut
- 14. 1/4" Internal Lock Washer
- 15. Banner Carrier Fabric

STEP 3: Install Casters

TOOLS NEEDED: 7/16" Wrench

Tongue & Groove Pliers

INSTRUCTIONS: Install Swivel Casters (7) by screwing threaded stem into nut on Left Stand Leg (3), tighten with a pair of Tongue & Groove Pliers. Install Rigid Casters (6) onto Right Stand Leg (4), secure with washer (14) and nut (13).



COMPONENTS:

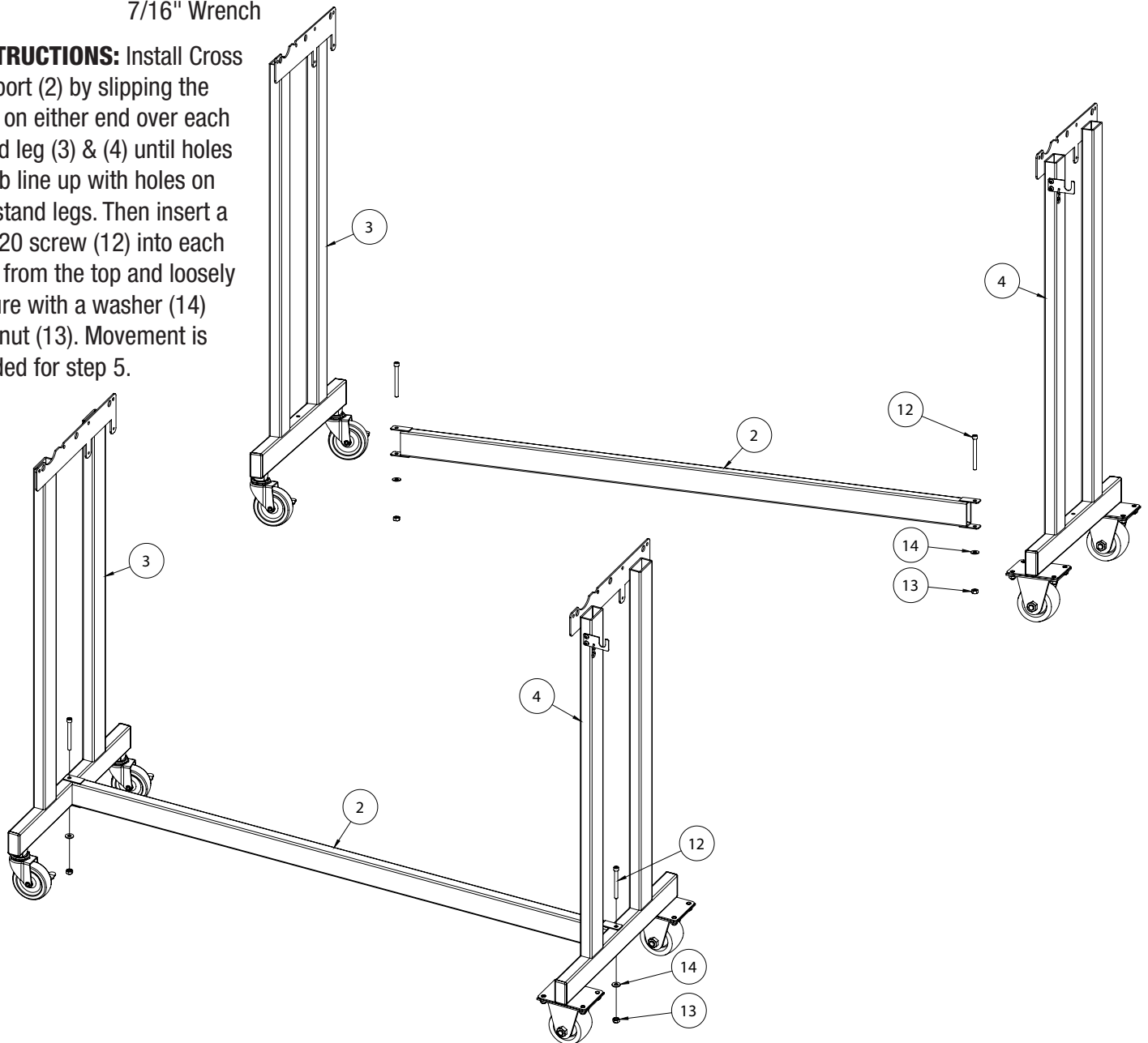
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- 2. Cross Support
- 3. Left Stand Leg**
- 4. Right Stand Leg**
- 5. Banner Carrier Bars
- 6. Rigid Casters**
- 7. Swivel Casters**
- 8. Handle Holder & Handle

- 9. Clamp Lever with Brass Tip
- 10. Clamp Lever
- 11. 10-32 x 1/2" Button Head Screw
- 12. 1/4-20 x 2-1/2" Socket Head Screw
- 13. 1/4-20 Nut**
- 14. 1/4" Internal Lock Washer**
- 15. Banner Carrier Fabric

STEP 4: Install Cross Support

TOOLS NEEDED: 3/16" Allen Wrench
7/16" Wrench

INSTRUCTIONS: Install Cross Support (2) by slipping the tabs on either end over each stand leg (3) & (4) until holes in tab line up with holes on the stand legs. Then insert a 1/4-20 screw (12) into each hole from the top and loosely secure with a washer (14) and nut (13). Movement is needed for step 5.



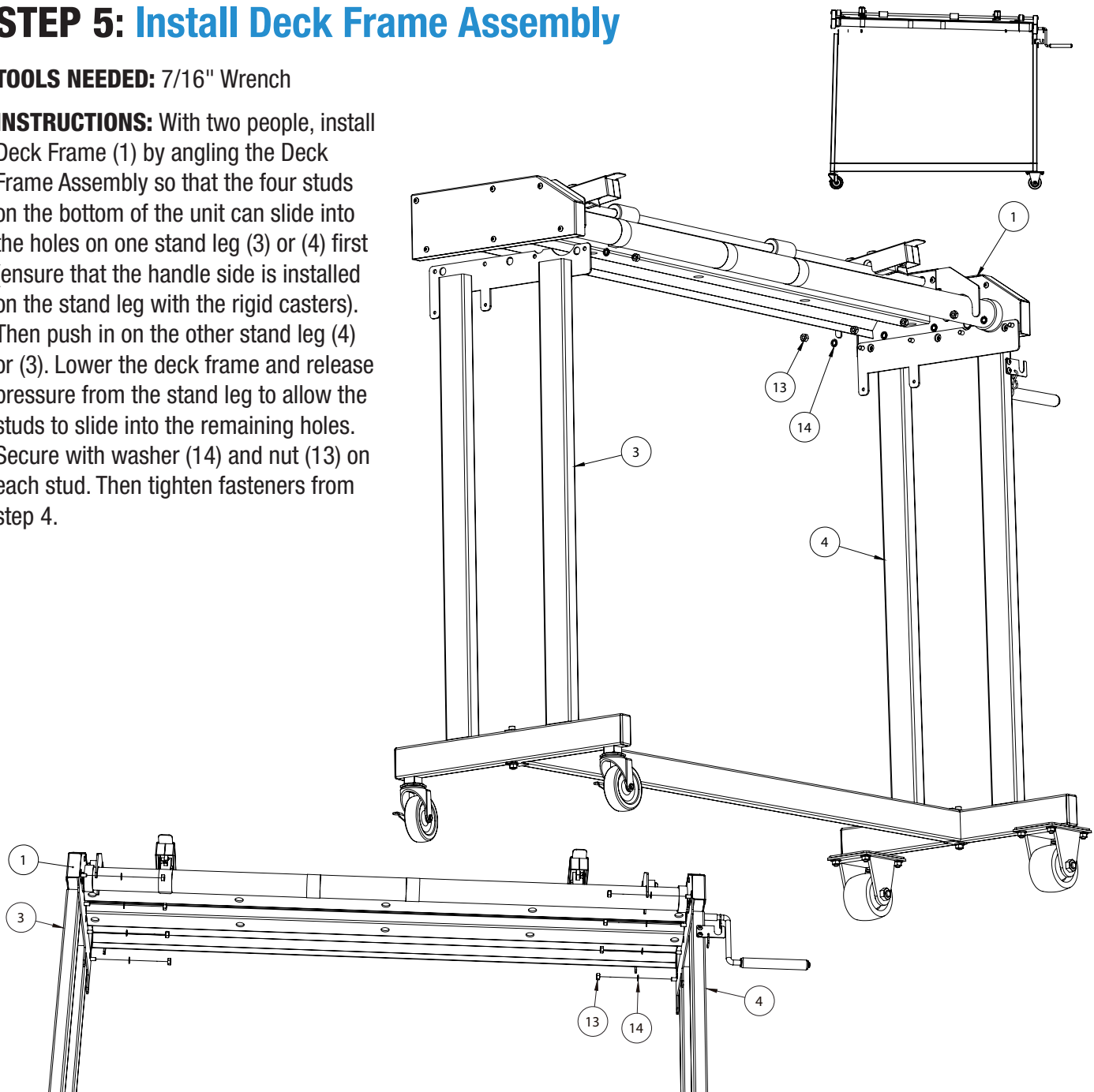
COMPONENTS: 1. Deck Frame Assembly
2. Cross Support
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 6. Rigid Casters
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 10. Clamp Lever
 11. 10-32 x 1/2" Button Head Screw
12. 1/4-20 x 2-1/2" Socket Head Screw
13. 1/4-20 Nut
14. 1/4" Internal Lock Washer
 15. Banner Carrier Fabric

STEP 5: Install Deck Frame Assembly

TOOLS NEEDED: 7/16" Wrench

INSTRUCTIONS: With two people, install Deck Frame (1) by angling the Deck Frame Assembly so that the four studs on the bottom of the unit can slide into the holes on one stand leg (3) or (4) first (ensure that the handle side is installed on the stand leg with the rigid casters). Then push in on the other stand leg (4) or (3). Lower the deck frame and release pressure from the stand leg to allow the studs to slide into the remaining holes. Secure with washer (14) and nut (13) on each stud. Then tighten fasteners from step 4.



COMPONENTS: **1. Deck Frame Assembly**

2. Cross Support

3. Left Stand Leg

4. Right Stand Leg

5. Banner Carrier Bars

6. Rigid Casters

7. Swivel Casters

8. Handle Holder & Handle

9. Clamp Lever with Brass Tip

10. Clamp Lever

11. 10-32 x 1/2" Button Head Screw

12. 1/4-20 x 2-1/2" Socket Head Screw

13. 1/4-20 Nut

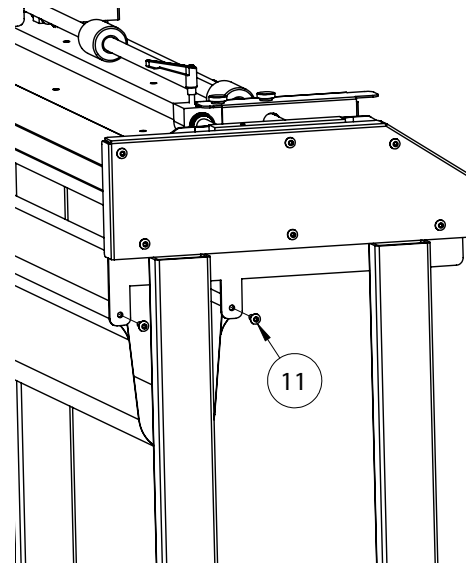
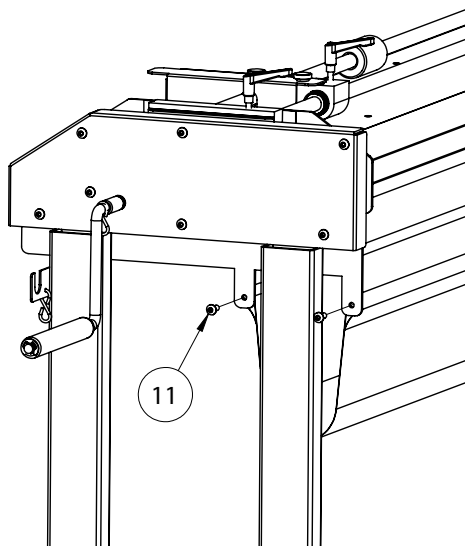
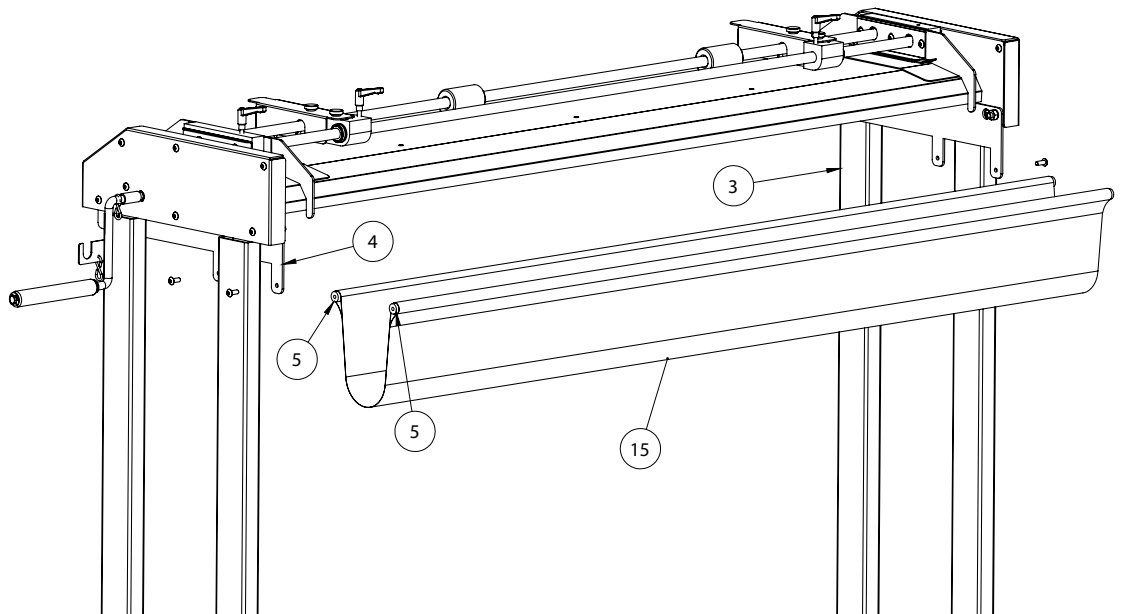
14. 1/4" Internal Lock Washer

15. Banner Carrier Fabric

STEP 6: Install Banner Carrier

TOOLS NEEDED: 3/32" Allen Wrench

INSTRUCTIONS: Install Banner Carrier Fabric onto Banner Carrier Bars if not done. Slide a banner carrier bar in between tabs on stand legs (3) & (4) making sure that the unfinished side of the fabric is facing the rear of the machine. Line up the threaded holes on the banner carrier bar with the holes in the tabs. Then secure with a 10-32 screw (11) in each hole. Repeat for the rear bar.



COMPONENTS:

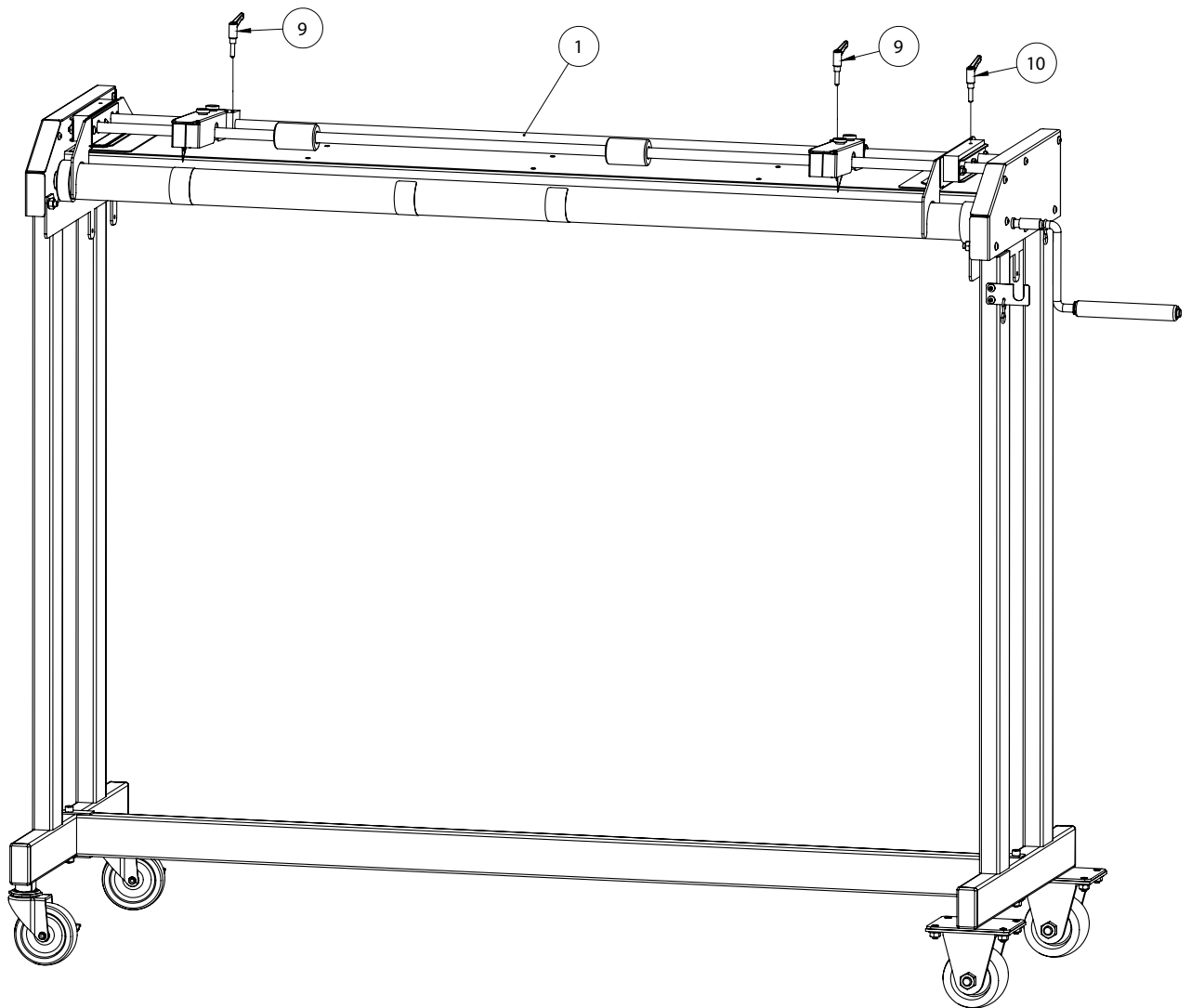
- 1. Deck Frame Assembly
- 2. Cross Support
- 3. Left Stand Leg**
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- 5. Banner Carrier Bars**
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- 9. Clamp Lever with Brass Tip
- 10. Clamp Lever
- 11. 10-32 x 1/2" Button Head Screw**
- 12. 1/4-20 x 2-1/2" Socket Head Screw
- 13. 1/4-20 Nut
- 14. 1/4" Internal Lock Washer
- 15. Banner Carrier Fabric**

STEP 7: Install Clamp Handles

TOOLS NEEDED: None

INSTRUCTIONS: Install the Clamp Lever (10) into the right paper guide which comes pre-installed on the Deck Frame Assembly (1). The Clamp Levers with Brass Tip (9) need to be installed on the blade carriers which are also pre-installed on the deck frame.



COMPONENTS: **1. Deck Frame Assembly**

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- 7. Swivel Casters
- 8. Handle Holder & Handle

9. Clamp Lever with Brass Tip

10. Clamp Lever

- 11. 10-32 x 1/2" Button Head Screw
- 12. 1/4-20 x 2-1/2" Socket Head Screw
- 13. 1/4-20 Nut
- 14. 1/4" Internal Lock Washer
- 15. Banner Carrier Fabric

PARTS IDENTIFICATION

**BT100
BANNER TRIMMER**



INSTRUCTIONS FOR USE

1. PREPARING A BANNER FOR LOADING



Prepare the banner for loading by tightly and evenly rolling up the banner with the artwork facing outward.

2. LOADING BANNER INTO BANNER CARRIER



While holding onto the leading edge, place the uncut banner into the banner carrier so that the rolled up portion is placed on the inside nearest the center of the trimmer unit.

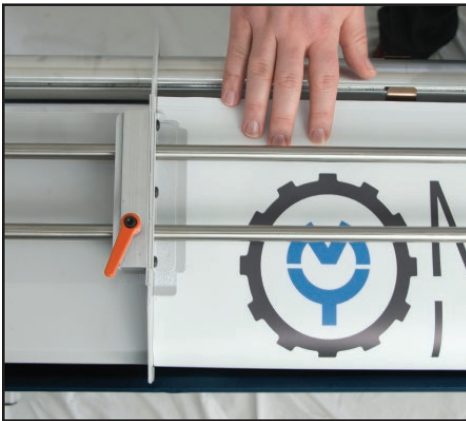


Feed the leading edge of the uncut banner into the stationary channel guide first, making sure it remains square with the front and back position of the guide.

3. SETTING PAPER GUIDES



Then, slide the other mobile channel guide on the opposite side of the trimmer so that the corner of the banner feeds squarely into the guide.



To maintain a square cut along both sides of the banner, ensure that when positioning the banner into the channel guides, each side of the banner is flush against the edge of the guide. When the banner is in place, secure the mobile channel guide by hand tightening the orange clamp lever.

4. SECURING BANNER



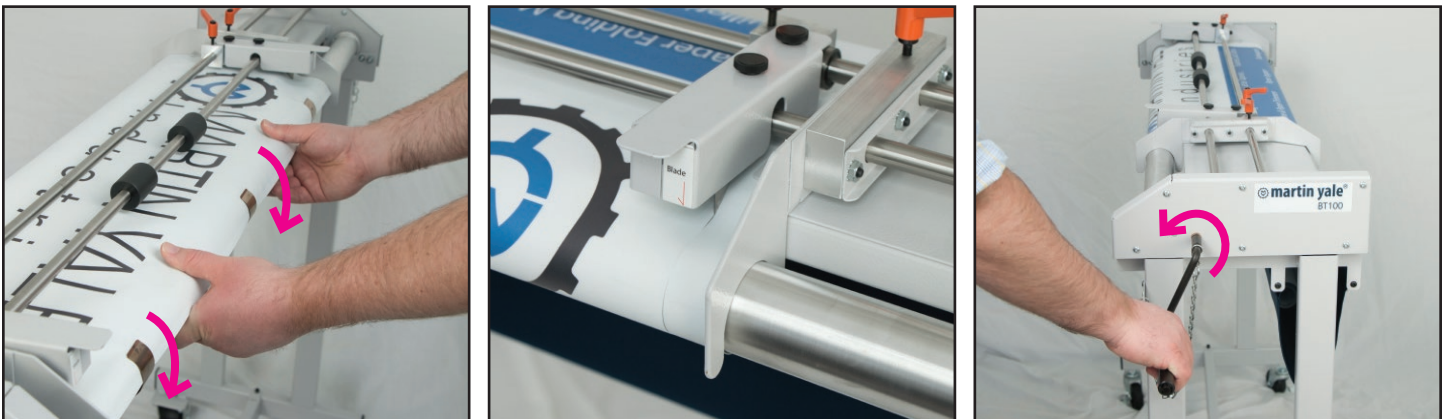
Evenly space the attachment clips along the width of your banner. **Note: this placement may vary each time depending on the custom width of each banner. Secure the leading edge of the uncut banner with the 3 attachment clips by pulling back the edge of each clip with your finger just enough for the banner to slide underneath. Make sure that the banner is able to slide deep under the clip about one inch so that it does not inadvertently pull out while commencing the trimming process.**

5. PLACING AND LOCKING BLADES



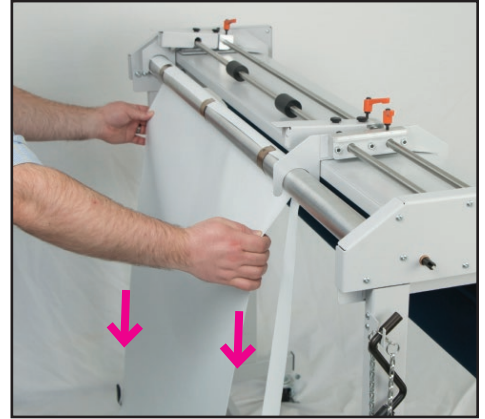
Slide each cutting module to the desired edges of the banner (cutting blade stays in retracted position until next step.) For banners printed with a full bleed, allow for at least 1/8" bleed on each side of the desired cut to ensure that the desired color is maintained throughout. The BT100 will accurately trim to within 1/8". Once the banner is set to the desired location, engage the blade by firmly pushing down on cutting module and tightening the screw. **Note: The top of the leading edge of the banner may remain uncut as the cutting modules do not directly engage with the top edge of the banner. When printing the banner, allow for a few inches of excess on the top or bottom of the banner (depending on which side is the leading edge being fed into the trimmer).**

5. PRE-WIND COLLECTION BAR and USING TURN HANDLE



Hand turn the collection bar about 1-1/4 turns so that the banner completely engages in the clips, once the banner is engaged. Attach the supplied turn handle on the side of the trimmer machine and begin to cut the banner by rotating the handle slowly in a counter-clockwise direction.

6. REMOVING CUT BANNER

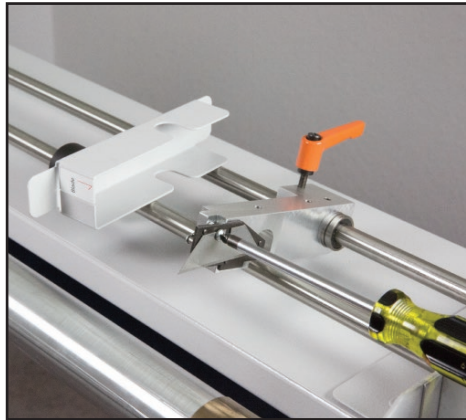


Disengage the cutting module by loosening the orange clamp lever. Once the banner has been trimmed, retract blades by loosening the orange clamp lever. Remove turn handle. Gently pull banner off of the collection bar by carefully releasing the banner from the banner clips. Trim the remaining 1-2" portion of the uncut border off the both sides of the leading edge.

Note: To avoid the trimmer from potentially tipping over, pull the banner in a downward motion.

CARE AND MAINTENANCE

REPLACING BLADES



Remove the two black thumb screws on top of the cutting module. Then use a Phillips screw driver to remove the screw holding the blade in place. Replace the blade and reassemble the cutting module. Note: for replacement blades, the cutting module uses a standard off-the-shelf utility blade.

OILING LINEAR BEARINGS



For optimum performance, ensure that the linear bearings located inside the cutting module are lubed on a periodic basis.

REPLACEMENT PARTS

For replacement parts or technical assistance
please call 1-800-225-5644



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